

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**VISUAL ARTS SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which function as Visual Arts Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which supervise a work unit specializing in one or more visual art disciplines. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

Visual art disciplines include, but are not limited to:

- Audiovisual
  - Multi-media productions
  - Slide presentations
  - Video productions
- Graphic design
  - Books
  - Brochures
  - Posters
  - Presentation graphics
- Photography (including aerial)
  - Copy photography
  - On location and studio
  - Photo lab work

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise a work unit specializing in one or more visual art disciplines.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

## II. DEFINITION

### VISUAL ARTS SUPERVISOR

This is responsible work related to the supervision of a work unit specializing in one or more visual art disciplines. Positions allocated to this classification perform any combination of the following duties and responsibilities: supervise the planning and production of audiovisual material, including video productions, slide presentations, and multi-media productions; supervise the design of art and copy layouts; provide a variety of photographic services in studio and/or aerial settings; provide creative direction to clients and staff; write detailed specifications and estimate costs; and lead in the development of new visual art techniques. Positions may create designs, layouts, and other visual art, when necessary. Work is performed under general supervision.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise a work unit specializing in one or more visual art disciplines. This classification replaces the Visual Arts Supervisor 1 and 2 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.